

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23  
Warrenton, Virginia 20186  
Phone: (540) 428-8714 Fax: (540) 347-5753

**NOTICE OF CONTRACT AWARD**

1. DATE: September 1, 2004
2. COMMODITY NAME: Open-Ended A/E Services – Mechanical, Electrical, Plumbing, Information Technology & Commissioning
3. CONTRACT NUMBERS: SA93-04C; GAA93-04C; WHO93-04C; SWSG93-04C; EEI93-04C; FP93-04C; SSR93-04C
4. CONTRACT PERIOD: February 1, 2006 through January 31, 2007
5. RENEWAL OPTIONS: One (1) One Year Period
6. CONTRACTORS:  
(V/N 640462) Setty & Associates  
10340 Democracy Lane, Suite 304  
Fairfax VA 22030  
PH (703) 691-2115 FX (703) 691-8084  
  
(V/N 641187) Gauthier, Alvarado & Associates  
105 West Broad Street  
Falls Church, VA 22046  
PH (703) 241-2202 FX (703) 532-7330  
  
(V/N 641252) Hurd & Obenchain, Inc.  
11508 Alleceingie Pkway  
Richmond, VA 23235  
PH (804) 423-6444 FX (804) 423-6445  
  
(V/N 639701) Shaffer, Wilson, Sarver & Gray PC  
1821 Michael Faraday Drive, Suite 302  
Reston, VA 20190  
PH (703) 471-6803 FX (703) 742-3975  
  
(V/N 641250) Engineering Economics, Inc.  
4529 4<sup>th</sup> Road, North  
Arlington, VA 22203  
PH (703) 312-8861 FX (703) 0728  
  
(V/N 641297) Wiley & Wilson  
2550 Huntington Avenue, Suite 310  
Alexandria, VA 22303  
PH (703) 329-2792 FX (703) 329-8141  
  
(V/N 641177) Smith Seckman Reid, Inc.  
2995 Sidco Drive  
Nashville, TN 37204  
PH (800) 545-6732 FX (615) 383-1116

7. TERMS: Net 45
8. FOR FURTHER  
INFORMATION CONTACT: Kathie Haggerty, CPPB  
PH (540) 428-8714

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: \_\_\_\_\_  
Kathie Haggerty, CPPB, VCCO  
Senior Buyer

#### INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.

#### **PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR OPEN-END ARCHITECTURAL SERVICES:**

##### **Types of Project Orders:**

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

##### **Procedures for Ordering Services**

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using

Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$100,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications which shall be added to or deducted from the total contract amount.
  - B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefor. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
  3. Approval of Firm's invoice is the responsibility of the receiving using department.
  4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints

must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.

5. Renewals: As stated on the face of this notice, three (3) one-year terms remain on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
7. Evaluation of Services: At the conclusion of any project performed under this contract, or periodically throughout the project, the Using Department is requested to complete the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

**FEE SCHEDULE**  
**Contract # SA93-04C**

Setty & Associates, LTd.  
10340 Democracy Ln, Suite 304  
Fairfax, VA 22030  
e-mail: setty@setty.com

Phone: (703) 691-2115  
Fax: (703) 691-8085

Principal in Charge: Boggram Setty, P.E.  
Project Manager: Timothy Woerner, P.E.

***Mechanical, Electrical, Plumbing – Engineering Services***

Classification	Hourly Rate
Principal	\$ 130.00
Project Manager	\$ 95.00
Project Engineer	\$ 90.00
Senior Draftsman	\$ 65.00
Junior Draftsman	\$ 55.00
Clerical	\$ 45.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE**  
**Contract # GAA93-04C**

Gauthier, Alvarado & Associates  
105 West Broad Street  
Falls Church, VA 22046  
e-mail: nmajer@gaa-ae.com

Phone: (703) 241-2202  
Fax: (703) 532-7330

Contract Manager: Edwin C. Majer, Jr.

***Mechanical, Electrical, Plumbing – Engineering Services***

Classification	Hourly Rate
Project Principal/Contract Manager	\$ 105.00
Project Manager	\$ 95.00
Project Engineer	\$ 85.00
Senior Architect	\$ 85.00
Architect	\$ 75.00
Engineer	\$ 75.00
Designer	\$ 65.00
CADD Technician	\$ 60.00
Clerical	\$ 45.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE**  
**Contract # WHO93-04C**

Whitescarver, Hurd & Obenchain, Inc.  
11508 Allecingie Parkway  
Richmond, VA 23235  
e-mail: jec@whoeng.com

Phone: (804) 423-6444  
Fax: (804) 423-6445

Principal: Michael B. Hurd, P.E.  
Project Manager: Michael J. Sowick, P.E.

***Mechanical, Electrical, Plumbing, Information Technology – Engineering Services***

Classification	Hourly Rate
Principal	\$ 165.00
Project Manager	\$ 120.00
Senior Engineer	\$ 100.00
Engineer	\$ 85.00
Drafter/Technician	\$ 55.00
Clerical	\$ 50.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE**  
**Contract # SWSG93-04C**

SWSG  
1821 Michael Faraday Dr, Suite 302  
Reston, VA 20190  
e-mail: ray.shaffer@swsgpc.com

Phone: (703) 471-6803  
Fax: (703) 742-3975

Principal in Charge: Ray Shaffer  
Program Manager: Dave Sarver

***Mechanical, Electrical, Plumbing – Engineering Services***

Classification	Hourly Rate
Principal	\$ 125.00
Program Manager/Project Manager/Division Manager	\$ 105.00
Director of Architecture	\$ 100.00
Discipline Leader of Engineering	\$ 100.00
Senior Architecture/Senior Engineer	\$ 90.00
Architect/Engineer	\$ 80.00
Associate Architect/Associate Engineer	\$ 65.00
Senior Construction Manager	\$ 80.00
Construction Manager	\$ 70.00
Chief CADD Designer	\$ 65.00
Senior CADD Designer	\$ 60.00
CADD Designer	\$ 55.00
Administrative	\$ 45.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.



**FEE SCHEDULE**  
**Contract # EEI93-04C**

Engineering Economics, Inc.  
1911 Memorial Avenue, SW  
Roanoke, VA 24015  
e-mail: jimc@eeiroanoke.com

Phone: (540) 344-5200  
Fax: (540) 344-9590

Principal: James Coleman

***Commissioning – Engineering Services***

Classification	Hourly Rate
Principal	\$ 110.00
Project Manager	\$ 100.00
Senior Engineer	\$ 95.00
Engineer	\$ 90.00
Senior Technician	\$ 85.00
Technical Support	\$ 60.00
CAD Support	\$ 50.00
Administrative	\$ 45.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE**  
**Contract # WW93-04C**

Wiley & Wilson  
2310 Langhorne Rd  
Lynchburg, VA 24501  
e-mail: [towen@wileywilson.com](mailto:towen@wileywilson.com)

Phone: (434) 455-3694  
Fax: (434) 947-1659

Principal: Melissa Owen

***Commissioning – Engineering Services***

Classification	Hourly Rate
Principal	\$ 150.00
Project Manager (NEBB Certified P.E.)	\$ 118.00
Commissioning Engineer	\$ 79.00
Senior Commissioning Technician	\$ 69.00
Administrative	\$ 48.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE**  
**Contract # SSR93-04C**

SSRCx  
2995 Sidco Drive  
Nashville, TN 37204  
e-mail: mcoyne@ssr-inc.com

Phone: (800) 545-6732  
Fax: (615) 383-1116

Senior Project Manager: Steven R. (Rusty) Ross, PE

***Commissioning – Engineering Services***

Classification	Hourly Rate
Managing Principal	\$ 185.00
Director of Commissioning	\$ 175.00
Certified Energy Manager	\$ 160.00
Senior Commissioning Authority	\$ 158.00
Commissioning Authority	\$ 140.00
Commissioning Engineer-in-training	\$ 120.00
Clerical	\$ 60.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

## CONTRACT EVALUATION

Date: \_\_\_\_\_

Return To: **Kathie Haggerty, Procurement Division, 428-8714**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #93-04C, Open-End A/E Services – MEP, IT & Commissioning. Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

RATE CONTRACTOR'S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- |   |   |   |   |   |   |                            |
|---|---|---|---|---|---|----------------------------|
| 1. Overall Evaluation: (Unsatisfactory)   | 1 | 2 | 3 | 4 | 5 | (Satisfactory)             |
| 2. Performance (Late/Early)   | 1 | 2 | 3 | 4 | 5 | (On Time)                  |
| 3. Quality of Services (Unacceptable)   | 1 | 2 | 3 | 4 | 5 | (Acceptable)               |
| 4. Number of Complaints (High)  | 1 | 2 | 3 | 4 | 5 | (Low)                      |
| 5. Firm's Responsiveness to requests to correct deficiencies:<br>(Non-responsive) | 1 | 2 | 3 | 4 | 5 | (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation):

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Return to: Kathie Haggerty, CPPB  
 Procurement Division  
 320 Hospital Dr., Suite 23  
 Warrenton, VA 20186  
 Fax: (540) 347-5753  
 E-mail:  
 Kathie.haggerty@fauquiercounty.gov

Form completed by:

\_\_\_\_\_  
Name\_\_\_\_\_  
Title\_\_\_\_\_  
Agency Name\_\_\_\_\_  
Date\_\_\_\_\_  
Phone Number